



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday, 16 February 2023

Time: 10:00am
Location: Turner Centre
43 Cobham Road
Kerikeri

Membership:

Member Belinda Ward - Chairperson
Member Lane Ayr – Deputy Chairperson
Member Bruce Mills
Member Amy Slack
Member Roddy Hapati Pihema
Member Jane Hindle
Member Tyler Bamber
Member Ann Court

The Local Government Act 2002 states the role of a Community Board is to:

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated stormwater systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.

6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centres.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977 and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a) Control of Use of Public Spaces – Dispensations on signs
 - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.

20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a) the disposal and purchase of land
 - b) proposals to acquire or dispose of reserves
 - c) representation reviews
 - d) development of new maritime facilities
 - e) community development plans and structure plans
 - f) removal and protection of trees
 - g) local economic development initiatives
 - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:
Thursday 16 February 2023 at 10:00am

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1 KARAKIA TIMATANGA / OPENING PRAYER

Ka tuku mātou kia kaha mai ngā māngai kua whiriwhirihia mō Te Kaunihera o Tai Tokerau ki te Raki ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Democracy Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Dawn Laurensen – Rotary Club

4 NGĀ TONO KŌRERO / DEPUTATION

No requests for deputations were received at the time of the Agenda going to print.

5 NGĀ KAIKŌRERO / SPEAKERS

Funding Applicants

- Cheyenne Heke – Te Reo o Ngati Hine Charitable Trust. Item 7.4 a) refers.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4050661

Author: Joshna Panday, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Bay of Islands-Whangaroa Community Board to confirm that the minutes are a true and correct record of the previous meeting.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 12 December 2022 and the Extraordinary meeting held 24 January 2023 are a true and correct record.

1) TE TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 clause 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Bay of Islands-Whangaroa Community Board Standing Orders Section 27.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

3) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

NGĀ ĀPITIHINGA / ATTACHMENTS

1. **BOIWCB Meeting Minutes 12 December 2022 - A4015704** [↓](#) 
2. **BOIWCB Extraordinary Meeting Minutes 24 January 2023 - A4051639** [↓](#) 

Te Hōtaka Take Ōkawa / Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance requirement	Te Aromatawai Kaimahi / Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as a true and correct record, any interest that affect other people should be considered as art of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

UNCONFIRMED

Bay of Islands-Whangaroa Community Board Meeting Minutes

12 December 2022

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI
ON MONDAY, 12 DECEMBER 2022 AT 10:00 AM**

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Lane Ayr, Member Bruce Mills, Member Amy Slack, Member Roddy Hapati-Pihema, Member Jane Hindle, Member Tyler Bamber, Member Ann Court

STAFF PRESENT: Aisha Huriwai (Team Leader - Democracy Services), Joshna Panday (Democracy Advisor), Nicola Smith (Community Board Coordinator), Ken Ross (Community Development Officer), Inna Shibalova (Senior Solicitor), Kim Hammond (Funding Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Belinda Ward commenced the meeting and Member Roddy Hapati-Pihema opened with a karakia.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

APOLOGY

RESOLUTION 2022/109

Moved: Member Belinda Ward

Seconded: Member Jane Hindle

That the Bay of Islands-Whangaroa Community Board note:

- i. **an apology for absence from Councillor Babe Kapa.**
- ii. **the following declarations of interest;**
 - a. **Member Ann Court – National Street Rod Association, Northland – Item 7.8 (b) refers**
 - b. **Member Tyler Bamber – Kanikani Katoa with Hot Potatoe Band – Item 7.8 (c) refers**
 - c. **Member Roddy Hapati-Pihema – Taumatamakuku Placemaking and Implementation Plan – Item 8.1 refers**

CARRIED

The Chairperson declared a perceived interest in funding applications for the Kaeo Festival Group and National Street Rod Association as both events had applied for FNDC Events Funding, which the Chairperson assesses.

3 NGĀ KAIKŌRERO / SPEAKERS

Noel Nathan, Dick Dargaville and Ken Ross for Taumatamakuku Placemaking and Implementation Plan - Item 8.1 refers.

Hannah Hunter for Kaeo Festival Group – item 7.8(a) refers.

David Crabb – regarding a potential funding application for a skateboarding contest on 9 & 10 February 2023 in Kerikeri.

Roz Dennis and Leanne Tasker for National Street Rod Association Northland – item 7.8(b) refers.

Gerry Paul for The Centre at Kerikeri Ltd (Turner Centre) – item 7.8(c).

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Bay of Islands-Whangaroa Community Board Meeting Minutes

12 December 2022

4 CONFIRMATION OF PREVIOUS MINUTES**4.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A3905189, pages 8 - 16 refers.

RESOLUTION 2022/110

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board;

- i. **rectifies the wording of Resolution 2022/116 by deleting the words “(plus GST if applicable)” and replacing the words “costs towards lifejackets for pre-school swimming training” with the words, “towards the development of resources to enable delivery of a water safety promotion programme for pre-school swimming training”;**
- ii. **confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held on 17 November 2022 are a true and correct record.**

CARRIED

Note that the correction is to be sent to the applicant.

5 REPORTS**5.1 EASEMENT ON LOCAL PURPOSE ESPLANADE RESERVE - WAIRAWARAWA STREAM**

Agenda item 7.3 document number A3970604, pages 30 - 42 refers.

RESOLUTION 2022/111

Moved: Member Bruce Mills

Seconded: Member Jane Hindle

That the Bay of Islands-Whangaroa Community Board recommend that Council approve the granting of a right of way easement pursuant to section 48(1)(f) of the Reserves Act 1977 on Local Purpose Esplanade Reserve Lot 16 DP 146304 for the purpose of constructing and using a private bridge over the Wairawarawa Stream connecting:

- i. **2276C State Highway 10 Kerikeri - Lot 1 DP 91402 contained in record of title NA64B/178; and**
- ii. **15 Conifer Lane Kerikeri - Lot 1 DP 535123 and Lot 14 DP 158690 contained in record of title 884105; and**
- iii. **2228 State Highway 10, Kerikeri - Lot 1 DP 457586 contained in record of title 593590.**

And that approval is provided subject to:

1. **NRC granting Resource Consent for construction of the bridge;**
2. **Public consultation in accordance with sections 48(2), 119 and 120 of the Reserves Act 1977;**
3. **Compensation, to be negotiated and finalised in a written Compensation Agreement, payable by the landowners to the Council;**
4. **Landowners -**
 - a) **bearing all costs and disbursements in relation to the required public**

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consultation.

- b) if required by law and prior to commencing construction works, seeking relevant consent(s) and / or permits from the Council under Local Government Act 1974, Resource Management Act 1991 and / or Building Act 1991.**
- c) bearing all legal and survey costs and disbursements in relation to creating and registering the easement instrument on all relevant titles;**
- d) bearing full responsibility for the construction, maintenance, upkeep, repair, removal of the bridge (if required) during its lifetime, and end of its lifetime;**
- e) the bridge being the landowner's asset, which if abandoned, neglected or on becoming a nuisance of any kind or degree, must be removed or decommissioned and Reserve land remediated to Council's satisfaction;**
- f) indemnifying the Council of all costs, claims and expenses arising from use and operation of the bridge during its lifetime.**

CARRIED**5.2 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A3905207, pages 17 - 26 refers.

MOTION

Moved: Member Lane Ayr
 Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Members Lane Ayr, Jane Hindle, Bruce Mills and Amy Slack .

AMENDMENT

Moved: Member Jane Hindle
 Seconded: Member Roddy Hapati-Pihema

That the Bay of Islands-Whangaroa Community Board

- i. note the reports from Chairperson Belinda Ward and Members Lane Ayr, Jane Hindle, Bruce Mills and Amy Slack; and**
- ii. request that Council Staff do an audit of Community Groups who are looking after Council owned assets (e.g. Halls, Sports Club, Cemeteries etc) and provide the Community Board with a list of these so that they can review the level of Community assistance being provided and make further recommendations on how best to support.**

CARRIED

The amendment became a substantive motion.

RESOLUTION 2022/112

Moved: Member Jane Hindle
 Seconded: Member Roddy Hapati-Pihema

That the Bay of Islands-Whangaroa Community Board

- i. note the reports from Chairperson Belinda Ward and Members Lane Ayr, Jane Hindle, Bruce Mills and Amy Slack; and**
- ii. request that Council Staff do an audit of Community Groups who are looking after Council owned assets (e.g. Halls, Sports Club, Cemeteries etc) and provide the Community Board with a list of these so that they can review the level of Community**

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assistance being provided and make further recommendations on how best to support.

CARRIED**5.3 SETTING OF MEETING DATES FOR 2023**

Agenda item 7.2 document number A4000352, pages 27 - 29 refers.

RESOLUTION 2022/113

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board adopt the following 2023 meeting dates for the Bay of Islands-Whangaroa Community Board

- ┆ Thursday 16 February
- ┆ Thursday 16 March
- ┆ Thursday 13 April
- ┆ Thursday 11 May
- ┆ Thursday 8 June
- ┆ Thursday 6 July
- ┆ Monday 31 July
- ┆ Thursday 31 August
- ┆ Thursday 28 September
- ┆ Thursday 26 October
- ┆ Thursday 23 November
- ┆ Thursday 14 December

CARRIED**5.4 ROAD NAMING - LOT 2, 7D WAIPAPA WEST ROAD, KERIKERI**

Agenda item 7.4 document number A4003328, pages 43 - 56 refers.

RESOLUTION 2022/114

Moved: Member Amy Slack

Seconded: Member Tyler Bamber

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way (ROW), Wai Tui Way that is currently addressed at Lot 2, 7D Waipapa Road, Kerikeri as per map (A4003335), subject to written supporting documentation from Iwi/Hapu.

CARRIED

Item 7.5 Road Naming – Lot 19, 90 Wehirua Road, Okaihau is withdrawn – does not fall within Bay of Islands-Whangaroa jurisdiction.

5.5 ROAD NAMING - 27 ACCESS ROAD, KERIKERI

Agenda item 7.6 document number A4001352, pages 71 - 90 refers.

MOTION

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

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That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way (ROW), Dove Lane that is currently addressed at 27 Access Road, Kerikeri as per map (A3710115).

AMENDMENT

Moved: Chairperson Belinda Ward

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board, refer the report back to the roading support officer for confirmation from LINZ and consideration be given to 3B of the resource consent conditions when resubmitting.

CARRIED

The amendment became a substantial motion.

RESOLUTION 2022/115

Moved: Chairperson Belinda Ward

Seconded: Member Tyler Bamber

That the Bay of Islands-Whangaroa Community Board, refer the report back to the roading support officer for confirmation from LINZ and consideration be given to 3B of the resource consent conditions when resubmitting.

CARRIED**5.6 PROJECT FUNDING REPORTS - DECEMBER 2022**

Agenda item 7.7 document number A3993041, pages 90 - 103 refers.

RESOLUTION 2022/116

Moved: Member Tyler Bamber

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board note the project report received from:

- a) **Aroha Music Society**
- b) **Bay of Islands Arts Festival Trust (Upsurge)**
- c) **Business Paihia Incorporated**
- d) **Our Kerikeri Community Charitable Trust**

CARRIED**5.7 FUNDING APPLICATIONS**

Agenda item 7.8 document number A3990503, pages 104 - 129 refers.

RESOLUTION 2022/117

Moved: Member Bruce Mills

Seconded: Member Jane Hindle

7.8(a) That the Bay of Islands-Whangaroa Community Board;

- a) **uplifts the application from Kaeo Festival Group from the meeting on 17 November 2022 for consideration at this meeting.**
- b) **approves the sum of \$4,373 (plus GST if applicable) be paid from the Board's Community Fund account to Kaeo Festival Group for costs towards the 2023 Ngā**

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7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4050699

Author: Joshna Panday, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Deputy Chair Lane Ayr and Members Tyler Bamber, Jane Hindle and Roddy Hapati-Pihema.

TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a Community Board is to represent, and act as an advocate for the interests of its community.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The report from the Chairperson and members are attached.

Resource Consents are available on the Council's website and when going through a public notification process will be emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports to provide transparency.

REASON FOR THE RECOMMENDATION

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

NGĀ ĀPITIHINGA / ATTACHMENTS

1. Chairpersons Report - Belinda Ward - February 2023 - A4073412  
2. Deputy Chairpersons Report - Lane Ayr - February 2023 - A4076190  
3. Members Report - Tyler Bamber - February 2023 - A4073275  
4. Members Report - Jane Hindle - February 2023 - A4073218  
5. Members Report - Roddy Hapati-Pihema - February 2023 - A4073212  

7.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD APPOINTMENT TO DISABILITY ACTION GROUP

File Number: A4074926

Author: Kim Hammond, Community Development Advisor.

Authoriser: Shayne Storey, Acting Manager - Corporate Planning & Community Development

PURPOSE OF THE REPORT

The purpose of the report is to give the Bay of Islands-Whangaroa Community Board the opportunity to appoint a member to the Disability Action Group.

EXECUTIVE SUMMARY

- The Disability Action Group includes a representative from Council and each of the community boards.
- The Bay of Islands-Whangaroa Community Board is able to appoint a member as their delegate to the group.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board appoint member _____ as its representative on the Disability Action Group.

1) BACKGROUND

The Disability Action Group is a stakeholder engagement group which was established by the Council and consists of elected members, representatives of external groups involved with people of various abilities, and people with a lived experience of disability.

In June 2013 the Council adopted Policy 3211 – Equity and Access for People with Disabilities. The Disability Action Group meets quarterly to assist the Council to meet the objectives of the policy, including building the capacity of disabled groups to take responsibility for advocating on their own behalf.

2) DISCUSSION AND OPTIONS

The Board can appoint one of its members to the Disability Action Group. The appointee would enable communication between the group and the board and ensure the community's views are represented in the group.

Reason for the recommendation

To allow for appointment of a Community Board member to the Disability Action Group.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

ATTACHMENTS

1. Disability Actions Group Terms of Reference - A4074974 [↓](#) 

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The proposal has a low level of significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy 3211 – Equity and Access for People with Disabilities
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The matter has District wide relevance and delegates from each of the community boards and Council are requested.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Māori are considered as part of the group's operation.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The group specifically seeks to engage with these people.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no additional financial implications.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.3 APPOINTMENTS TO MANAGEMENT COMMITTEES

File Number: A4051031

Author: Joshna Panday, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The purpose of the report is to facilitate the appointment of Board representatives to Management Committees in the Bay of Islands-Whangaroa Ward.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board make appointments to Management Committees as detailed below:

- appoints member _____ to Cherry Park House
- appoints member _____ to Kawakawa Memorial Library Museum
- appoints member _____ to Paihia War Memorial Hall
- appoints member _____ to Russell Town Hall
- appoints member _____ to Simson Park Hall
- appoints member _____ to Totara North Hall
- appoints member _____ to Waipapa Hall
- appoints member _____ to Whangaroa Memorial Hall
- appoints member _____ to Whangaroa Township Hall
- appoints member _____ to Bledisloe Domain
- appoints member _____ to Kaeo Domain
- appoints member _____ to Kawakawa Domain and Reserves Management Committee
- appoints member _____ to Maromaku Domain Board
- appoints member _____ to Russell Sports Ground/Club
- appoints member _____ to Onekura/Waipapa Cemetery
- appoints member _____ to Towai Cemetery
- appoints member _____ to Kaeo Swimming Pool Committee
- appoints member _____ to Whangaroa Rivers/Kaeo Management Plan Liaison Committee

1) BACKGROUND

The Bay of Islands-Whangaroa Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations:

Community Halls:

- Cherry Park House
- Kawakawa Memorial Library Museum
- Paihia War Memorial Hall
- Russell Town Hall
- Simson Park Hall
- Totara North Hall
- Waipapa Hall
- Whangaroa Memorial Hall
- Whangaroa Township Hall

Reserves Committees:

- Kaeo Domain
- Kawakawa Domain and Reserves Management Committee

- Maromaku Domain Board
- Russell Sports Ground/Club
- Onekura/Waipapa Cemetery
- Towai Cemetery

Other:

- Kaeo Swimming Pool Committee
- Whangaroa Rivers/Kaeo Management Plan Liaison Committee

2) DISCUSSION AND OPTIONS

Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the management committee when necessary.

The Community Halls Policy states that each Community Board has responsibility for community buildings that provide a space for social interaction, (i.e. Council owned halls), and delegated authority to oversee the halls' operation. The hall committees are required to have a minimum of 5 members. In addition, a Community Board Member will be appointed to the committee to provide a liaison and advisory role but shall not hold an office on the Committee.

There are 15 committee managed local cemeteries across the District. These committees are responsible for all aspects of operation and maintenance. The Community Board's role is to oversee the operation of cemeteries within the Policy guidelines by:

- monitoring the need for future facilities and their likely location
- liaising with representatives of local cemetery committees to ensure compliance with Council policy
- monitoring the effectiveness of maintenance, in conjunction with staff
- recommending to Council on decisions related to capital expenditure

Reason for the recommendation

To provide a list of management committees to which Board representatives can be appointed.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary provision requirements as a result of this report.

ATTACHMENTS

Nil

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Halls Policy; Cemeteries Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications specific to Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This does not impact on any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provisions required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.4 FUNDING APPLICATIONS - FEBRUARY 2023**File Number:** A4063425**Author:** Kim Hammond, Community Development Advisor - Acting**Authoriser:** Shayne Storey, Acting Manager - Corporate Planning & Community Development**TAKE PŪRONGO / PURPOSE OF THE REPORT**

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board (the Board) to consider the application/s received for the Community Grant Fund/Placemaking Fund.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application was received, requesting a total amount of \$15,000.
- Far North Land Search and Rescue has asked for approval for a change in the allocation of funding granted to them at the June 2022 meeting.
- The Board has \$89,122 remaining to allocate for the Community Board Fund in the 2022/2023 financial year.
- The Board also has \$22,967 for the Placemaking Fund to allocate in the 2022/2023 financial year.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) approves the sum of **\$5,812** (plus GST if applicable) be paid from the Boards Community Fund account to Te Reo o Ngāti Hine Charitable Trust, for the costs of the stage and audio hireage for the 2023 Te Ahuareka o Ngati Hine Festival, to meet the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- b) approves the funding granted at the meeting of June 2022 to Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri for the lease of premises for one year, to be used towards the lease of two years, as the organisation was able to negotiate a lower lease rate after the funding was granted.

1) TĀHUHU KŌRERO / BACKGROUND

Each application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments	Type
Te Reo o Ngāti Hine Charitable Trust	\$15,000	\$5,812	<p>This application was originally submitted to the Events Investment Fund. Due to the limited funding available through this fund, the Committee agreed to decline this event.</p> <p>This is an important bi-annual event for Ngāti Hine which has been running since 2008 and celebrates, showcases and preserves the te reo and tikanga of Ngāti Hine.</p> <p>The amount recommended is based on funding the stage and audio hireage as per the quote provided.</p>	Event and Art, Culture and Heritage
Far North Search and Rescue	\$0.00	Approve	<p>The Board granted \$5,000 towards Far North Land Search and Rescue towards costs they were having to find to secure a permanent base after their sub-lease agreement ceased.</p> <p>They have managed to secure a lease for half the expected cost from FNHL and have asked if the Board will allow them to use the funds granted towards a two-year lease instead of the initial anticipated one-year lease.</p>	Infrastructure

Take Tūtohunga / Reason for the recommendation

The applicant/s was required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option One: Authorise funding for the full amount requested.

Option Two: Authorise partial funding.

Option Three: Decline funding the application.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITIHINGA / ATTACHMENTS

1. Application - Te Reo O Ngati Hine Charitable Trust - A4074517  
2. Letter of Request - Northland Search and Rescue - A4069016  

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Applications received are assessed against the Community Grants Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications for Māori in relation to the applications received in relation to whenua and/or wai.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

8 INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2022

File Number: A4065474

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Angie Thomas, Acting Chief Financial Officer

PURPOSE OF THE REPORT

The purpose of the report is to provide the Bay of Islands – Whangaroa Community Board with financial statements for the period ended 31 December 2022.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Bay of Islands - Whangaroa ward only.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 31 December 2022.

BACKGROUND

This is the second quarterly financial report for 2022-2023 detailing the financial performance of community activities to be provided to the Bay of Islands-Whangaroa Community Board.

DISCUSSION AND NEXT STEPS

Refer to the commentary in the attached statement.

Understanding the report

Variances in excess of \$30k and significant “%” variances will be commented on.

The financial year runs from 01 July 2022 to 30 June 2023. The “Year to date” columns reflects income and expenses for the period 01 July 2022 to 31 December 2022.

The variances column highlights the difference between the budget set in the 2021/31 Long Term Plan and actual income and expenses as at 31 December 2022.


The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2022 to 30 June 2023.

The full year forecast column shows the best estimate for the actual year end position as advised by Managers. Unfavourable variances will represent expenses higher than budget or income less than budget.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **BWCB Statement of Financial Performance Activities by Ward for the period ending 31 December 2022 - A4074864** [↓](#) 

8.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2022**File Number: A4063261****Author: Segun Rotimi, Accounting Support Officer****Authoriser: Angie Thomas, Acting Chief Financial Officer****PURPOSE OF THE REPORT**

The Community Fund account provides information on financial matters relating to the Bay of Islands-Whangaroa Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 December 2022".

1) BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, *"applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion"*.

Community Fund Account balance as at 01 July 2022	\$301,549.00
• Plus, unused funds from 2020-22	\$171,631.83
Less funds granted and uplifted to 31 December 2022	\$215,575.64
• Less funds not uplifted from previous community meetings (committed to projects)	\$195,040.00
Community Fund Account balance as at 31 December 2022	\$62,565.19

2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The committed balance in the Community Fund account as at 31 December 2022 is \$62,565.19.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 31 December 2022 is attached.

ATTACHMENTS

- 1. Statement of Community Fund Account BOI-Whangaroa as at 31 December 2022 - A4063249** [!\[\]\(f27fcb70c1e5b985e115fc4716d86ff2_img.jpg\)](#) [!\[\]\(6c6f20642b351a420d854c876275f471_img.jpg\)](#)

8.3 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE

File Number: A4063497

Author: Joshna Panday, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update.

TĀHUHU KŌRERO / BACKGROUND

Action Sheet's provide regular updates on progress against decisions made at meetings.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. **Action Sheet BOI-W Community Board February 2023 - A4074867**  

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE